



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 504.1

Job Title: **RECORDS ADMINISTRATOR**

Pay Grade: 23

GENERAL SUMMARY:

Develops, implements and maintains a records management program for the City of Houston.

RESPONSIBILITIES:

- Develops policies and procedures related to the creation, distribution, organization, maintenance, use, retention and disposition of records for the City of Houston. Develops and maintains retention and disposition schedules for the City.
- Analyzes and assists departments in establishing records management programs, including retention requirements, vitalness and protection, media format and filing systems. Trains on City records management policies and procedures.
- Ensures compliance and keeps current on applicable federal, state and local regulations. May serve as liaison to the Texas State Library.
- Keeps current on technologies related to records management and implements as appropriate.
- Conducts periodic reviews of file systems, checking for file integrity and purging records when indicated in the retention schedule. Sets up new files to meet information management requirements and improves information access.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration or a related field.

EXPERIENCE:

Four years of progressively responsible experience in records management are required.

Responsible professional records management experience may be substituted for the educational requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED :

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Records Administrator

Effective: October 1990

Revised: January 2003